

AMENDMENT
ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING
TEXAS AIR NATIONAL GUARD

POSITION: Operations Management

ANNOUNCEMENT: 136-17-004

Position Number: 0422566

ISSUE DATE: 11 Oct 16

AFSC: 3E691

CLOSING DATE: Until Filled

GRADE: Immediately Promotable MSgt/E-7, NTE SMSgt/E-8

LOCATION: 136th Civil Engineer Sq, NAS/JRB, Fort Worth, TX 76127

REMARKS: 3E671 AFSC may also apply. Trainees will be accepted, Must possess ASVAB score of G:44. **SNCOA must be completed by the close out date of this announcement.**

HOW TO APPLY: Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: (usaf.tx.136-aw.mbx.military-agr-application@mail.mil) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in **one single PDF** package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII) unless sending from a .mil account signed and encrypted.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the closed out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. “**Update Last Name-136-13-34**”)

ITEMS REQUIRED:

1. E8/E9 MFR Signed by Commander
2. **ANG Service Agreement**
3. Records Review Rip dated within 60 days of closing date of announcement,
4. Military Biography,
5. Personal letter of intent outlining career goals and objectives,
6. ANG Fitness Test, current and passing
7. Adverse action statement
8. Targeted Resume **IAW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Community Involvement, and Significant Self Improvement
9. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
 - a. #6 can be obtained by e-mailing usaf.tx.136-aw.mbx.military-agr-application@mail.mil

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

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POSITION QUALIFICATIONS

1. Specialty Summary. Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements and manages CE Material Acquisitions in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources, such as equipment, personnel, Class IV materials and facilities. Related DOD Occupational Subgroup: 171000.

2. Duties and Responsibilities:

2.1. Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.

2.2. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

2.3. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

2.4. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing and requisitioning.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable.

3.3. Training.

3.3.1. For award of AFSC 3E631, completion of the basic operations course and CE 3-Level Common Core distance learning course is mandatory.

3.3.2. For award of AFSC 3E671, completion of the CE 7-Level Common Core distance learning course is mandatory.

3.3.3. Completion of the AFIT 570 MGT Superintendent Course for SMSgt's is desirable.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated.

3.4.1. 3E651. Qualification in and possession of AFSC 3E631.

3.4.2. 3E671. Qualification in and possession of AFSC 3E651.

3.4.3. 3E691. Qualification in and possession of AFSC 3E671.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

3.5.1.2. Ability to speak clearly, concisely, and distinctly.

3.5.1.3. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

E-mail applications to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Last Name-Announcement number (i.e. Smith-136-13-02)

Questions about announcements can be e-mailed to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

AMENDMENT

Subject Line: Question-Announcement number (i.e.Question-136-13-03)